# BUILDING YOUR PHOTO BOOKS AND PORTFOLIOS

PHOTOS





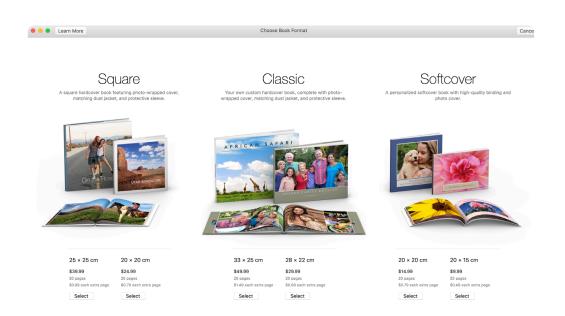
Open **Photos** and click on the little plus icon on the top right of the screen. Scroll down to **Book**.



#### STEP 2

Determine what size you want. **Photos** sizing is a little different to our standard A and square sizes. See below chart showing the **Photos** size books vs the Orms book sizes.

Photos Book size	Orms Photobook size
20 x 20 cm	20 x 20 cm
25 x 25 cm	30 x 30 cm
28 x 22 cm	A4
33 x 25 cm	A3
*softcovers stay the same	



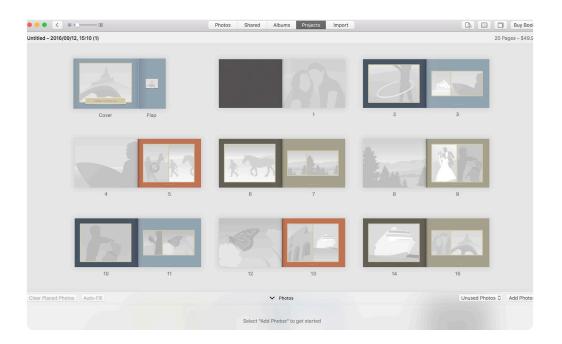


Choose the theme you would like your book to have.



## **STEP 4**

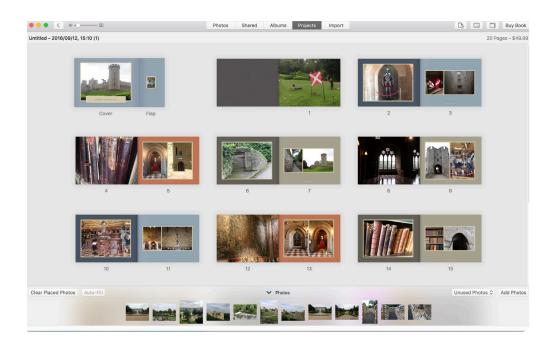
Select the photo's you want in your photobook. Click on the **Add photos** button in the bottom right hand corner. This will open your photo's that are imported onto your Mac. Select the images and then click the **Add** button in the top right hand of your screen.





Your images will now appear at the bottom of the screen. You can design your book two ways. You can click the **Auto-Fill** button and **Photos** will populate your book for you.

Alternatively you can double click on each page of the book and drag your chosen image to fill the images boxes.



#### **STEP 6**

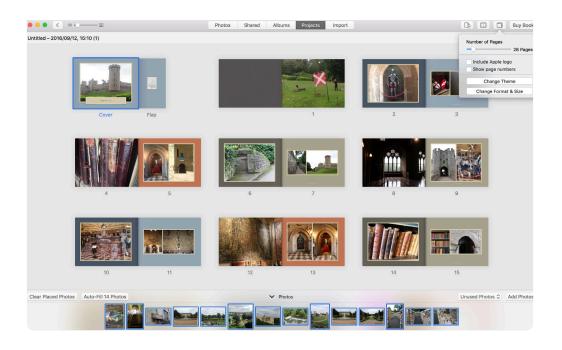
**Photos** creates a dust cover within their software. Please remember to leave the **Flap** on the front and back covers blank. We sadly do not print dust covers. In the porduction stage of your book we will take only the front and back covers.





Our books come with a minimum of 28 pages you will possibly need to increase your pages to this. Click on the **Book** icon in the top right hand corner of the screen. Move the slider to increase the number of pages in your book.

You can also change the **Theme** of your book and the **Size**.



## EXPORT YOUR PHOTO BOOK TO PDF

(For Print & Distribution)

Your design is complete and now you want to export your file to PDF for print or distribution.

Right-Click and Save Book as PDF... Name your photobook and save it to your Desktop click Save.



